

PART I B

**KERALA PUBLIC SERVICE COMMISSION
NOTIFICATION**

No. DE III (1) 5203/2009/EW.

6th June 2009

DEPARTMENTAL TEST FOR FIRST GRADE DRAFTSMAN'S AND HEAD DRAFTSMAN'S TEST MAY 2009

1. Applications are invited from Draftsman in the Survey and Land Records Department for admission to the I-Grade Draftsman's and Head Draftsman's Test, introduced in G.O.(Ms.) 577/Revenue (E) Department dated 30-6-1965 as amended by G.O.(Rt.) 568/82/RD dated 5-5-1982.
2. The tests will be held according to the syllabus given in Annexure-I to the notification at the following four centers:
 - (1) Thiruvananthapuram
 - (2) Kottayam
 - (3) Thrissur
 - (4) Kozhikode

3. Fee:—(a) The fee for each paper will be Rs. 20 (Rupees Twenty Only)
 - (b) The prescribed fee must be paid into a Government Treasury under the Head of Account "0051 (105) State PSC (99) Examination Fee" and the chalan in original attached to the application. Duplicate or Triplicate Chalan receipts or interims receipts or certificate of remittances will not be accepted. In the case of candidates residing outside the State, crossed Postal Orders payable to the Secretary, Public Service Commission, Pattom, Thiruvananthapuram-4 will also be accepted.
 - (c) The fee paid by the candidate will not be either refunded or adjusted towards a future examination on any account. Candidates are therefore, advised to satisfy themselves that the applications are in the forms prescribed and the particulars required are given correctly.
4. Where a test is prescribed as part of the probation or training of an officer (whether recruited direct or by transfer) or for the purpose of making him eligible for increment or for confirmation in any post, or for promotion to a higher post, or where it is prescribed as a qualification necessary for an officer to continue in his post without penalty and where it has been newly imposed on persons already in service concerned when the test is prescribed, no fee will be levied. This concession will however, be limited to one chance for each test and from the second chance onwards fee will be levied subject to the following provisions "Having applied for a test accordingly will be taken to mean that the candidate has already appeared for the test."

N.B.:—(1) Government have clarified in G.O.(Ms.) No.166/76/PD dated 4-6-1976 that for the purpose of the concession allowed in the G. O.(Ms.) No. 336/68/PD dated 6-11-1968 has clarified in G.O.(Ms.) No. 29/75/PD dated 5-2-1975 and G.O. (Ms.)No. 26/76/PD dated 25-1-1976 higher post means not only the immediate higher post, but any higher post coming in the line of promotion in the Department concerned.

- (2) Candidate should see that a certificate from the Head of Department or Office to the effect that the entries in the application form are correct and where no fee is paid, that the candidate is eligible for exemption from payment of fee is furnished in the application form.

5. The duration, maximum marks and the minimum required for a pass are furnished below:

<i>Paper</i>	<i>Duration</i>	<i>Maximum marks</i>	<i>Minimum marks required for a pass</i>
I	4 hours	100	40
II	2 hours	50	20
III	3 hours	100	40

6. Candidate must send their applications in the form prescribed in Annexure II to the notification to the Joint Secretary, Departmental Test, Kerala Public Service Commission, Pattom, Thiruvananthapuram, Pin – 695 004 by post so as to reach the office on or before 29-7-2009 upto 5 p.m. The last date from Lakshadweep Islands will be on 12-8-2009 at 5 p.m. *Applications and Admission Ticket should be printed on both sides of A4 Size paper as prescribed in Annexure II to this Notification.*

Applications, which are not in the prescribed form as shown in Annexure II to this notification, will be rejected.

7. Applications received after the date and time specified above will not be admitted on any account. Applications addressed to the Chairman or the Secretary by name will not be accepted. The application should be sent in an envelope with the superscription "Applications for admission to the I-Grade Draftsman's and Head Draftsman's Test May, 2009". The name and address of the applicant should be stated at the bottom left hand corner of the envelope.
8. Candidates should get their applications countersigned by the Head of the Department or Office and send them direct to this office. The applications need not be routed through the Head of the Department or Office.
9. No form of acknowledgement other than that required by the postal rules regarding registered covers will be given about the receipt of applications in the office nor will any notice be taken of any letter from candidate's enquiry about the receipt of applications.
10. Any candidate who submits an application for admission to the test will be deemed to have given an undertaking that he/she will abide by all the rules now in force and which may hereafter be brought into force in respect of the test.
11. Any candidate who does not behave properly towards the Chief Superintendents/Assistant Superintendents of the Examination or if found to have had recourse to malpractices of any kind will have his examination invalidated. He will also be liable to be debarred from appearing again for the test for such terms as the Commission may decide and his case will also be reported to the Head of the Department and the Director of Vigilance Department for further action. The same penalty will be imposed on any candidate who personally or by letter attempts to canvas or to bring influence to bear on an Examiner or a Member of the Commission or its staff in connection with the Examination or on whose behalf such attempt is made by any relative, friend, patron, officials or other persons.
12. All communications on the subjects intended for the Commission must be made in writing and addressed only to Joint Secretary, Departmental Tests, Kerala Public Service Commission, Pattom, Thiruvananthapuram-4 and if a reply is sought, must be accompanied by a stamped self addressed envelope.
13. The Time Table for the Examination and further instructions to candidates will be issued in due course.
14. Applications with the following defects will also be rejected.
 - (a) Application not having any proof for remittance of prescribed fee.
 - (b) Photograph of the applicant not affixed on the application/Admission Ticket
 - (c) Photograph not clear or Stamp Size.
 - (d) Photograph not attested by Head of Office/Department
 - (e) Designation Seal not affixed on the photograph.
 - (f) Name of the attesting authority not mentioned.
 - (g) Subject specifications in the application not clear.
 - (h) Designation of the applicant not specified.
 - (i) Office Seal of the attesting authority not affixed.
 - (j) Certificate portion in the Application and in the Admission Ticket not attested by the Head of Office.
 - (k) Applicant claimed for free chance, but not duly certified by the Head of Office concerned.
 - (l) Application not eligible for exemption from remitting exam fee, but applied for free chance.
 - (m) Applicants already availed free chance apply for free chance again for a part of the test.

Office of the
Kerala Public Service Commission,
Pattom, Thiruvananthapuram.

(Sd.)
Secretary.

ANNEXURE I

[The syllabus and books prescribed as per G. O. (Rt.) 1845/81/RD dated 20-10-1981 and revised as per G. O. (Rt.) 568/82/PD dated 5-5-1992]

FOR PROMOTION TO THE GRADE OF I GRADE DRAFTSMAN

Paper I

<i>Subject</i>	<i>Name of Books</i>
Computation and Mapping Higher Computation including Azimuth Computation. Spherical to rectangular co-ordinates, calculation for convergency solution of triangles, harmonization, organization and methods in drawing branch (without books)	Only Chamber's Mathematical Tables and Boileaus tables allowed in the Examination Hall. Portions covered by Kerala Survey Manuals subsequent instructions issued for the conduct of Survey and Maintenance of Land Records Plane and Geodetic Surveying Vol. I by late David Clerk, Glancy Manual.

Paper II

<i>Subject</i>	<i>Name of Books</i>
Kerala Survey and Boundaries Act and the Rules issued thereunder (with books)	Kerala Survey Manual Vol. I only

Paper III

(Additional paper for Head Draftsman's Test)

<i>Subject</i>	<i>Name of Books</i>
Boundary disputes, compilation of maps, map projection, preparation of negatives for colour printing and original for photo reduction (with books)	Kerala Survey Manual Vol. I, II and III

N.B.—only those who have passed paper I and II are allowed to appear for paper III.

ANNEXURE II

KERALA PUBLIC SERVICE COMMISSION

APPLICATION FOR ADMISSION TO DEPARTMENTAL TEST (SPECIAL TEST)

(MAY 2009)

Here affix a recent
Passport size photo-
graph of the candidate
attested by head of office.
Department, Name,
Designation and
Signature of Head of
Office/Department
with Office Seal.

1. Name of the candidate (in Block letters) :
2. Address to which communications are to be sent :
3. Name of the post now held and office in which the candidate is working :
4. Qualifications :
5. Name of the paper/papers applied for :
6. (a) Name of the paper/papers already passed by the candidate showing the full details thereof :
(Reg. No. Year/Chance etc.)
(b) Specify Reg. Nos. of previous attempt if any :
7. Number of chances already availed of by the Candidate :
8. Specify the period of training undergone by the candidate, if any
9. Amount of fee remitted and the mode of Remittance (No. and the date of chalan and amount) : Rs..... Chalan No.....
Date.....
10. If exempted from payment of fee, how exempted :
Give Details
11. Whether the candidate has already availed of :
Free chance for the test
12. No. and Date of Government Order granting the :
additional chances for the candidate in case he/she has
already availed himself/herself of three chances
(Do not fill up if not applicable)

DECLARATION

I declare that the particulars furnished above are correct.

Signature of the candidate

Place:

Date :

CERTIFICATE

1. Certified that the entries in the application form are correct and that the candidate is eligible to appear for this test as per the concerned Government Orders.
2. Certified (where no fee is paid) that the candidate is eligible for exemption from payment of fee as per G.O. (Ms.) No. 336/68/PD dated 6-11-1968 as modified by G.O.(Ms.) No. 26/76/PD dated 25-1-1976 that this is the first free chance availed of by the candidate.
3. Certified that necessary entries have been made in the Service Book of the candidate as required in G. O. (Ms.).36769/PD dated 15-12-1969.
4. Certified that the applicant has undergone the required training and is eligible to appear for the test and that the particulars furnished in this application are correct.

Station:

Date:

Name, Designation & Signature
of the Head of the Department/Office.

(Office Seal)

Note.—(i) The entries in each column should be legible and complete. (Applications which are defective in any respect are liable to be rejected)

(ii) Certificates 2 and 3 may be scored off if fee is remitted.

(iii) A candidates should not send more than one application.

(iv) Application not in the prescribed forms will be summarily rejected.

(v) Certificate 4 is applicable to Divisional Accountants only. It may be scored off in case of other tests.

KERALA PUBLIC SERVICE COMMISSION
DEPARTMENTAL TEST (SPECIAL TEST)
ADMISSION TICKET

Admission Ticket
Number

Here affix a recent
Passport size photo-
graph of the candidate
attested by Head of Office/
Department, Name,
Designation and
Signature of Head of
Office/Department
with Office Seal.

Name of Centre.....
(To be filled up by the office)

1. Name of the candidate :
2. Address to which communications are to be sent :
3. Name of Test/Paper (To be filled up by the Candidate) (same as entered in Col. 5 of the application) :

Signature of the candidate

The candidate whose photograph and signature given above are identified by me.

Station:
Date:

Signature, Name & Designation
of the Head of Office/Department
(See instruction overleaf)

(Office Seal)

For Office use only

Date of issue.....

Issuing Assistant.....

*Secretary,
Kerala Public Service Commission.*

(Office Seal)

- N.B.*—(i) The candidate should write his/her name and postal address in the space provided for the purpose overleaf (same as entered in Col. 2 of the application).
- (ii) Recent Passport Size Photograph of the candidate is to be affixed in the space provided on the top of the Admission Ticket and should be attested by the Head of Office/Department.
- (iii) Head of Office means the Drawing and Disbursing Officer or any other Superior Officer.

INSTRUCTIONS TO CANDIDATES

1. The examination will be held in accordance with the time-table, which will be published in Part IB of the Kerala Gazette. The time-table will also be available for reference in the Office of the K. P. S. C., Thiruvananthapuram, all District Offices of the K. P. S. C., all District Collectorates, all Taluk Offices, all District Information Offices and all Centres of the Departmental Tests. The time-table will not be issued to the candidates individually. *The candidates will sign against his/her name in the list of candidates at the time of the examination, failure on which will result in the invalidation of his/her answer scripts.*
2. *Candidates will not be admitted to the examination unless they present to the Chief Superintendents with their Admission Tickets (with their recent passport size photograph affixed on the space provided) and duly identified by the Head of the Office or Department where they are working.* The candidates are advised to arrive at the examination centre half an hour before the commencement of the examination to facilitate verification of the admission tickets and identification certificates by the Chief Superintendent concerned. They should bring the admission tickets with them on each day of the examination. *(Admission ticket is a valuable document and is to be preserved by the candidates for production before this office for the issue of pass certificate of Departmental Tests.)*
3. *The Admission Ticket Number, name of examination and subject only should be entered on the facing sheet of the answer books in spaces provided for the purpose. Candidates are prohibited from writing their name, Admission Ticket Numbers or anything else intended to give a clue to their identity on any other part of the answer book. The answer books of candidates who fail to write their Admission Ticket Numbers or who do not write their Admission Tickets Numbers distinctly and correctly or who write the Admission Ticket Number on any part of the books, Additional sheet etc., other than the facing sheet where space is provided for the purpose are liable to be invalidated. It is the responsibility of the candidates to see by referring to the heading of the question paper that they get the question paper meant for the test for which they have applied.*
4. The answer scripts written in any ink other than black, blue or blue black will be invalidated.
5. Candidates are prohibited from communication with copying from each other and from communicating with any person outside the examination hall.
6. Candidates are prohibited from using Mobile Phones, Calculators or any other Electronic Devices in the Examination Hall.
7. No Candidate will be admitted to the examination who arrives more than half an hour after the commencement of the examination in the case of papers of two hours or more or duration of 15 minutes in the case of all other papers. No candidates will be allowed to quit the hall before the expiry of at least half an hour from the commencement of the examination and only after he has handed over his answer book to the Chief /Assistant Superintendent.
8. The signature of the candidate on the Ist page of the applications is mandatory and application of those who fail to sign there will be rejected on non-appealable grounds.
9. The non surrender of the answer script to the invigilator, or leaving the Hall before the closing time without his/her permission will entail disciplinary action against the candidates concerned which may result in debarment for further appearance for any test conducted by the Kerala Public Service Commission.

Warning:—Any candidate resorting to malpractice in the examination hall will be sent out of the hall forthwith and his conduct will be reported by the Chief Superintendent to the Public Service Commission in such cases, the Commission may invalidate the answer scripts of the candidates and debar them from appearing for the tests and in the case of candidates in service the matter may also be reported to the Heads of Department and the Director of Vigilance Department for further action.

Note.—This admission ticket should be kept for being produced at the time of issue of Certificates.

On. I. G. S.

KERALA PUBLIC SERVICE COMMISSION

To

.....

Candidate's name and address
 (to be filled up by the candidate)

NOTIFICATION

No. DE III (3) 5907/2009/EW.

6th June 2009.

DEPARTMENTAL TEST FOR DIVISIONAL ACCOUNTANTS—P.W.D.-JULY 2009

In pursuance of G. O. (P)132/58/Fin, dated 27-5-1958 as amended by G. O. (Ms.) 512/58 Fin., dated 30-12-1958, G. O. (P) 355/64/Fin., dated 6-6-1964, G. O. (P) 271/65/Fin., dated 1-7-1965, G. O.(Ms.)348/66/Fin., dated 1-8-1966 and G. O. (P) 441/67/Fin., dated 5-10-1967 it is hereby notified that the Departmental Test for Divisional Accountants mentioned in Annexure I to this notification will be held in the month of August, 2009 at the Office of the Kerala Public Service Commission, Pattom, Thiruvananthapuram.

2. The test is open only to Divisional Accountants in the Public Works Department. The Divisional Accountants from the Departmental Quota and direct recruits are eligible to appear for the test after a period of training of six months and one year respectively.
3. The Candidates (including direct recruits) will not ordinarily be allowed more than three chances but Government may under special circumstances allow up to two additional chances to those whom they consider deserving of concession.
4. Candidates must send their applications in the form prescribed in Annexure-II to this notification direct to the Joint Secretary (Departmental Test), Public Service Commission, Pattom, Thiruvananthapuram, Pin-695 004. The cover containing the application should be superscribed as “Application for Departmental Tests – Divisional Accountants P.W.D.—JULY 2009”. The applications should reach this office on or before 5 p.m.on 29-7-2009. In the case of candidates from Lakshadweep Islands, the last date for receipt of applications will be up to 5 p.m. on 12-8-2009. Applications, which are not in the prescribed form, will be rejected.
5. (i) *The test has to be passed as a whole and not in parts.*—The fee for the test is Rs. 20 for each paper and must be paid into a Government Treasury under the Head of Account “0051 PSC (105) State Public Service Commission (99) Examination Fee” and the Chalan receipt in original attached to the application. On no account will the fee be received in cash in the Office of the Public Service Commission. But in the case of candidates residing outside the State crossed Postal Orders for the prescribed fee (payable to the Secretary, Public Service Commission, Thiruvananthapuram-4) will be accepted. Candidates may note that under no circumstances will the Commission accept duplicate or triplicate chalan receipts or interim receipts or certificates of remittance instead of the original chalan receipts.
- (ii) Details regarding the duration of each paper, the maximum marks for pass etc., are given in Annexure-I.
6. The Candidates should see that a certificate from the Head of Office/Department to the effect that the candidate has undergone the required training and eligible to appear for the test as furnished in the application form.
7. Late applications will not be admitted. To avoid delay, candidates are directed to send the applications direct to this office after obtaining the counter signature of the Head of the Department or Office.
8. To ensure that the applications reach the Office of the Commission in time, candidates are advised to send their applications sufficiently in advance of the last date prescribed.
9. The fee paid by the candidates will not be refunded or adjusted towards a future examination. Candidates are therefore warned to satisfy themselves before sending their applications that they are in the form prescribed and that the particulars furnished in the form are complete and correct. Every application should be sent in a separate cover with the superscription. “Application for admission to the Departmental Test for Divisional Accountants—April, 2009”. The name and address of the applicant should be noted at the bottom of the left hand corner of the cover.
10. No form of acknowledgement other than that prescribed under postal rules will be given regarding the receipt of the application in the Commission’s Office nor will any notice be taken of any enquiry from candidates regarding the receipt of their applications.
11. Candidates should fill up the particulars required in the form of application correctly and legibly. Applications, which are irregular or defective in any respect, will be rejected.

12. A candidate who submits an application for admission to the Examination will be deemed to have given an undertaking that he/she will abide by all the rules now in force and all the rules, which may hereafter be brought into force in respect of the Examination.
13. Any candidate who does not behave properly towards the Chief Superintendent and Assistant Superintendents of the Examination or is found to have had recourse to malpractice of any kind will have his examination invalidated. He is also liable to be debarred from appearing for any of the examination conducted by the Public Service Commission for such period as the Commission may decide. Besides the matter will be reported to the Head of the Department and the Director of Vigilance Department for further action. The same penalty will be imposed on any candidate who attempts to canvass or to bring influence to bear on an Examiner or a Member of Commission or their staff in connection with the examination or on whose behalf such attempts is made by any relative, friend, patron, official or other person.
14. Any communication intended for the Commission should be addressed only to the Joint Secretary (Departmental Tests), Public Service Commission, Pattom, Thiruvananthapuram-4 and should be accompanied by a self addressed stamped envelope if a reply is sought from the Commission in the matter.
15. The timetable for the examinations and further instructions to candidates will be published in Part I B of the Kerala Gazette in due course.
16. Applications with the following defects will also be rejected.
 - (a) Application not having any proof for remittance of prescribed fee.
 - (b) Photograph of the applicant not affixed on the application/Admission Ticket.
 - (c) Photograph not clear or Stamp Size.
 - (d) Photograph not attested by Head of Office.
 - (e) Designation Seal not affixed on the photograph.
 - (f) Name of the attesting authority not mentioned.
 - (g) Subject specifications in the application not clear.
 - (h) Designation of the applicant not specified.
 - (i) Office Seal of the attesting authority not affixed.
 - (j) Certificate portion in the Application and in the Admission Ticket not attested by the Head of Office/ Department.
 - (k) Applicant claimed for free chance, but not duly certified by the Head of Office concerned.
 - (l) Applicant not eligible for exemption from remitting exam fee but applied for free chance.
 - (m) Applicants already availed free chance apply for free chance again for a part of the test.

Office of the
Kerala Public Service Commission,
Thiruvananthapuram.

(Sd.)
Secretary.

ANNEXURE-I

DETAILS REGARDING THE PAPERS OF THE DIVISIONAL ACCOUNTANTS TEST

<i>Subject</i>	<i>Time</i>	<i>Maximum Marks</i>	<i>Minimum Marks for a pass</i>
(1)	(2)	(3)	(4)
I. Public Works Accounts and Procedure (Written without Books)	3 hours	150	40%
(a) Kerala Public Works Account Code			
(b) Kerala Public Department Code			
(c) Kerala Account Code Volume III			
II. Accounts and Financial Rules (Written without Books)	3 hours	150	40%
(a) Account Code Volume I (Central)			
(b) General Financial Rules Volumes I & II (Central)			
(c) Compilation of the Treasury Rules Volumes I & II (Central)			
(d) Kerala Financial Code Volumes I & II			
(e) Kerala Treasury Code Volumes I & II			
(f) Kerala Account Code Volumes I & II			
(g) Kerala Service Rules.			
III. Viva-voce		150	40%
Aggregate		450	45%

Note:—(1) The Viva-voce part of the examination is intended to show whether the candidate can promptly give to the Executive Officer of the P.W.D. appropriate advice in matters concerning the Accounts and Financial Arrangements of Divisional and Sub-Divisional Officers.

(2) The Candidates will not be allowed the use of any books in Examination.

ANNEXURE-II

KERALA PUBLIC SERVICE COMMISSION

APPLICATION FOR ADMISSION TO DEPARTMENTAL TEST (SPECIAL TEST)

(Divisional Accountants Examination APRIL - 2009)

Here affix a recent
Passport Size photo
graph of the candidate
attested by head of
office. Name, Designation
and Signature of
Head of Office/Dept.
with Office Seal.

1. Name of the candidate (in Block letters) :
2. Address to which communications are to be sent :
3. Name of the post now held and office in which the candidate is working :
4. Qualifications :
5. Name of the Part/Parts & Paper/Papers applied for :
- 6 (a) Name of the Part/Parts & Paper/Papers already passed by the candidate showing the full details thereof (Reg. No.Year/Chance etc.) :
(b) Specify Reg. Nos. of previous attempt if any
7. Number of chances already availed of by the Candidate :
8. Specify the period of training undergone by the candidate, if any :
9. Amount of fee remitted and the mode of Remittance (No. and the date of chalan and amount) :
Rs..... Chalan No.....
Date.....
10. If exempted from payment of fee, how exempted give details :
11. Whether the candidate has already availed of free chance for the test :
12. No. and date of Government Order granting the additional chances for the candidate in case he/she has already availed himself/herself of three chances (Do not fill up if not applicable) :

DECLARATION

I declare that the particulars furnished above are correct.

Place :

Date :

Signature of the candidate.

CERTIFICATE

1. Certified that the entries in the application forms are correct and that the candidate is eligible to appear for this test as per the concerned Government Orders.
2. Certified (where no fee is paid) that the candidate is eligible for exemption from payment of fee as per G. O. (MS) No.336/68/PD dated 6-11-1968 as modified by G. O. (MS.) No. 26/76/PD dated 25-1-1976 that this is the first free chance availed of by the candidate.
3. Certified that necessary entries have been made in the Service Book of the candidate as required in G. O. (MS.)367/69/PD dated 15-12-1969.
4. Certified that the applicant has undergone the required training and is eligible to appear for the test and that the particulars furnished in this applications are correct.

Station :

Date :

Name, Designation & Signature of the
Head of the Department/Office.

(Office Seal)

- Note.*—1. The entries in each column should be legible and complete (Applications which are defective in any respect are liable to be rejected).
2. Certificates 2 and 3 may be scored off if fee is remitted.
 3. A candidate should not send more than one application
 4. Application not in the prescribed forms will be summarily rejected.
 5. Certificate 4 is applicable to Divisional Accountants only. It may be scored off in case of other tests.

KERALA PUBLIC SERVICE COMMISSION
DEPARTMENTAL TEST (SPECIAL TEST FOR DIVISIONAL ACCOUNTANTS P.W.D—APRIL 2009)

ADMISSION TICKET

Admission Ticket
Number

Here affix a recent
Passport Size photo-
graph of the candidate
attested by Head of
Office, Name, Designation
and Signature of
Head of Office/
Department with
Office Seal

Name of Centre.....
(To be filled up by the office)

1. Name of the candidate :
2. Address to which communications are to be sent :
3. Name of Test/Paper (To be filled up by the Candidate) (same as entered in Col. 5 of the application) :

Signature of the Candidate.

The candidate whose photograph and signature given above are identified by me.

Station:

Signature, Name & Designation
of the Head of Office
(See instruction overleaf).

Date:

(Office Seal)

For Office use only

Date of issue.....

*Secretary,
Kerala Public Service Commission.*

Issuing Assistant.....

(Office Seal)

- N.B:—*(i) The candidate should write his/her name and postal address in the space provided for the purpose overleaf (same as entered in Col. 2 of the application).
- (ii) Recent Passport Size Photograph of the candidate is to be affixed in the space provided on the top of the Admission Ticket and should be attested by the Head of Office.
- (iii) Head of Office means the Drawing and Disbursing Officer or any other Superior Officer.

INSTRUCTIONS TO CANDIDATES

1. The examination will be held in accordance with the time-table, which will be published in Part IB of the Kerala Gazette. The time-table will also be available for reference in the Office of the K.P.S.C., Thiruvananthapuram, all District Offices of the K.P.S.C., all District Collectorates, all Taluk Offices, all District Information Offices and all Centres of the Departmental Tests. The time-table will not be issued to the candidates individually. *The candidates will sign against his/her name in the list of candidates at the time of the examination, failure on which will result in the invalidation of his/her answer scripts.*
2. *Candidates will not be admitted to the examination unless they present to the Chief Superintendents with their Admission Tickets (with their recent passport size photograph affixed on the space provided) and duly identified by the Head of the Office or Institution where they are working or by a Gazetted Officer. The candidates are advised to arrive at the examination centre half an hour before the commencement of the examination to facilitate verification of the admission tickets and identification certificates by the Chief Superintendent concerned. They should bring the admission tickets with them on each day of the examination. (Admission ticket is a valuable document and is to be preserved by the candidates for production before this office for the issue of pass certificate of Departmental Tests.)*
3. *The Admission Ticket Number, name of examination and subject only should be entered on the facing sheet of the answer books in spaces provided for the purpose. Candidates are prohibited from writing their name, Admission Ticket Numbers or anything else intended to give a clue to their identity on any other part of the answer book. The answer books of candidates who fail to write their Admission Ticket Numbers or who do not write their Admission Tickets Numbers distinctly and correctly or who write the Admission Ticket Number on any part of the books, Additional sheet etc., other than the facing sheet where space is provided for the purpose are liable to be invalidated. It is the responsibility of the candidates to see by referring to the heading of the question paper that they get the question paper meant for the test for which they have applied.*
4. The answer scripts written in any ink other than black, blue or blue black will be invalidated.
5. Candidates are prohibited from communication with copying from each other and from communicating with any person outside the examination hall.
6. No candidate will be admitted to the examination who arrives more than half an hour after the commencement of the examination in the case of papers of two hours or more or duration of 15 minutes in the case of all other papers. No candidates will be allowed to quit the hall before the expiry of at least half an hour from the commencement of the examination and only after he has handed over his answer book to the Chief /Assistant Superintendent.
7. The signature of the candidate on the 1st page of the applications is mandatory and application of those who fail to sign there will be rejected on non-appealable grounds.
8. The non surrender of the answer script to the invigilator or leaving the Hall before the closing time without his/her permission will entail disciplinary action against the candidates concerned which may result in debarment for further appearance for any test conducted by the Kerala Public Service Commission.
Candidates are not allowed to use Calculators, Mobile Phones and other Electronic equipments inside the Examination Hall.
9. **Warning:—**Any candidate resorting to malpractice in the examination hall will be sent out of the hall forthwith and his conduct will be reported by the Chief Superintendent to the Public Service Commission in such cases, the Commission may invalidate the answer scripts of the candidates and debar them from appearing for the tests and in the case of candidates in service the matter may also be reported to the Heads of Department and the Director of Vigilance Department for further action.

Note:—This admission ticket should be kept for being produced at the time of issue of Certificates.

On. I. G. S.

KERALA PUBLIC SERVICE COMMISSION

To

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Candidate's name and address
 (To be filled up by the candidate)